



Building Division
25 West Main Street
Auburn, WA 98001
(253) 931-3020

For Staff Use Only
Permit No:

Sign Permit Application

Project Information/Description: Site Address:		Value of Construction \$:
Parcel No.: <i>(required)</i>	Tenant / Project Name:	
Property Owner:	Address:	Phone No.:
Project Contact:	Phone No.:	Email:
Contractor:		Phone No.:
Address:		
State Contractors License #:		Auburn Business License #:

	Sign #1		Sign #2		Sign #3		Sign #4	
Applicable to all signs	<u>Type of sign</u> <input type="checkbox"/> Marquee*	Sign Height:	<u>Type of sign</u> <input type="checkbox"/> Marquee*	Sign Height:	<u>Type of sign</u> <input type="checkbox"/> Marquee*	Sign Height:	<u>Type of sign</u> <input type="checkbox"/> Marquee*	Sign Height:
Multiple Frontages? Y / N	<input type="checkbox"/> Monument		<input type="checkbox"/> Monument		<input type="checkbox"/> Monument		<input type="checkbox"/> Monument	
Lineal feet:	<input type="checkbox"/> Pole Sign*		<input type="checkbox"/> Pole Sign*		<input type="checkbox"/> Pole Sign*		<input type="checkbox"/> Pole Sign*	
	<input type="checkbox"/> Political		<input type="checkbox"/> Political		<input type="checkbox"/> Political		<input type="checkbox"/> Political	
Front Yard Setback:	<input type="checkbox"/> Portable	Sign Width:	<input type="checkbox"/> Portable	Sign Width:	<input type="checkbox"/> Portable	Sign Width:	<input type="checkbox"/> Portable	Sign Width:
	<input type="checkbox"/> Real Estate		<input type="checkbox"/> Real Estate		<input type="checkbox"/> Real Estate		<input type="checkbox"/> Real Estate	
	<input type="checkbox"/> Roof Sign*		<input type="checkbox"/> Roof Sign*		<input type="checkbox"/> Roof Sign*		<input type="checkbox"/> Roof Sign*	
	<input type="checkbox"/> Wall Sign		<input type="checkbox"/> Wall Sign		<input type="checkbox"/> Wall Sign		<input type="checkbox"/> Wall Sign	
	Sq Ft of Sign:		Sq Ft of Sign:		Sq Ft of Sign:		Sq Ft of Sign:	
Side Yard Setback:	Zoning district:		Zoning district:		Zoning district:		Zoning district:	
	Linear Feet of Leased Frontage:		Linear Feet of Leased Frontage:		Linear Feet of Leased Frontage:		Linear Feet of Leased Frontage:	
Number of Existing Signs:	Sign Copy/Text Width:		Sign Copy/Text Width:		Sign Copy/Text Width:		Sign Copy/Text Width:	
	Sign Copy/Text Height:		Sign Copy/Text Height:		Sign Copy/Text Height:		Sign Copy/Text Height:	
Total Area of Existing Signs:	Sign colors:		Sign colors:		Sign colors:		Sign colors:	
	Sign Text:		Sign Text:		Sign Text:		Sign Text:	

*Engineering is required for Marquee, Pole and Roof signs

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. I will comply with all provisions of law, code and ordinances governing this type of construction work, including state contractor registration laws. The permit will expire if work authorized by this permit is not commenced within 180 days of issuance, or work is suspended or abandoned, after work is commenced, for a period of 180 days. The approval of construction plans and inspections does not guarantee all provisions of the applicable codes have been met. It is the responsibility of the permittee, or the person doing the work, to notify the Building Division for inspections at least 24 hrs in advance, and insure that the required inspections are made.

Application expires 180 days after Date Submitted

Owner/Agent _____ **Date** _____



Building Division
Department of Planning & Community Development
SIGN PERMIT REQUIREMENTS

1. ☐ Completed sign permit application
2. ☐ Name of business and address where work is to be performed
3. ☐ Name and title of the person completing the application
4. ☐ Name, address and telephone number of the property owner
5. ☐ Name, address and telephone number of the person or firm performing the work
6. ☐ Valid Washington State contractor's registration number
7. ☐ A description of work to be performed and type of sign

Two Sets of the following types of plans:

8. ☐ Elevations showing existing and proposed signage, including dimensions, copy materials, building facade and dimensions for building-mounted sign and other information to illustrate the proposal.
9. ☐ Site plans are required for all signs showing existing and proposed signage, with setbacks and other pertinent dimensions. For freestanding signs, provide the information showing the relationship of the sign to setbacks, right-of-way and easement lines. If utilities lie within these easements, they should be identified.
10. ☐ Foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
 - A. Sign dimensions
 - B. Sign weight
 - C. Sign materials and material grades
 - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
 - E. Show size, spacing and number of fasteners
 - F. Show all structural components of the sign itself (size included)
 - G. Signs and sign structures that are subject to wind and seismic forces require engineered calculations stamped by a structural engineer, licensed in Washington State.
11. ☐ Indicate if sign is to be illuminated. If yes, indicate the electrical load with name of electrical contractor responsible for the installation of the service feed wires, if other than sign contractor. A separate electrical permit is required, which may be obtained through the Department of Labor and Industries.
12. ☐ Indicate proposed sign colors by providing color board and/or paint chips.
13. Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact the Building Division at (253) 931-3020.